

## **West Virginia Executive Branch Privacy Policy: Accountability**

### **Managing Privacy Policy Violations**

#### **Question:**

How do privacy policy violations affect me?

#### **Answer:**

Following the privacy and security policies is the right thing to do, but it's also a condition of your job. Workers who violate the policies and procedures may be subject to disciplinary action, and serious or repeat violations may result in termination of your employment or contract.

Here are some steps to take to reduce the likelihood that you will wind up in trouble:

- ✓ Understand all policies and procedures that apply to your handling of private information (PI).
- ✓ Be cautious when you are asked to use or disclose PI in a new or different manner. It's always OK to ask questions if you aren't sure about the right thing to do.
- ✓ Recognize that PI in transit is always PI at risk. Be extra careful when sending PI to other people, such as via email. Double check the address.
- ✓ Never download PI to an unapproved device or storage media.

Even with your best efforts, however, understand that you may still make a mistake. Your privacy officer understands this! Immediately report any inappropriate uses or disclosures of PI to your privacy officer. This way the Department can take steps to minimize the harm – and the consequences!